



## PUBLIC NOTICE PROCEDURE FOR ACCESSORY APARTMENTS, OVERSIZED ACCESSORY STRUCTURE AND WIND TURBINE PROJECTS

### BACKGROUND

An application for an Administrative Permit for an accessory apartment, or oversized accessory structure, and wind turbine project requires either the written consent of the owners of all contiguous property, on Form DPLU #386 (use Page 4 of Form DPLU #546 for oversized accessory structure) **or** the submission of a public notice package containing the names and addresses of the owners of all contiguous property. Please refer to reverse side for example of contiguous property.

### WHAT YOU MUST PROVIDE

A public notice package **must contain all** of the following items:

1. County Assessor's map(s) showing the entire subject property outlined in red. Each Assessor's parcel which is contiguous to the site shall have its parcel number colored yellow with a "highlighter" felt pen or a colored pencil. The Assessor's page(s) must be submitted at full scale, 11" x 17", not reduced copies.
2. A **typed** list of all affected property owners (project site and parcels highlighted in yellow above) by Assessor's Parcel Number with name and address. The addresses **must be of the property owner** and **not** the lessee or renter.
3. Stamped and addressed (**typed**) envelopes (4-1/4" x 9-1/2" business size) for each property owner on the list. If a property owner has several parcels, you need only submit only one envelope. No enclosed business cards are allowed. The Department of Planning and Land Use will provide return address at intake.
4. One set of gummed labels on 8-1/2" x 11" sheets containing the names and addresses of all property owners. The names on these labels must match the names on the typed list.
5. Complete Public Notice Certification (DPLU #278). This form, signed by the applicant, certifies that the names and addresses submitted with the public notice package are from the latest adopted San Diego tax roll. You should be aware that if any of this information is incorrect, the public notice will be null and void, and the processing may be delayed.

You may have your notice package prepared for you by a private firm. Civil engineers, planners, surveyors, and title companies may be able to prepare your notice package, see DPLU #516 for instructions. **Please note that it is only necessary to notify the owners of contiguous property.**

**Please be aware that the public notice package is subject to review. Errors or omissions can be a cause for rejection at intake, or revocation at a later date. Check your package thoroughly.**